

MANAGEMENT/SUPERVISOR RESPONSIBILITIES

Management/Supervisors are responsible for the care and maintenance of all human and property resources under their management. To assure these resources are utilized in a humane and safe manner, management/supervisors must assume the following responsibilities:

- ◆ Distribute safety information in a manner that will reach and affect employees under their supervision.
- ◆ Make CPR and First Aid training available to employees.
- ◆ Provide a Medical Monitoring Program where needed.
- ◆ Ensure employees possess a commercial driver's license (CDL) where required.
- ◆ Provide training in working with hazardous materials where needed.
- ◆ Review all accident summary reports and ensure accident causes have been investigated and proper corrective action taken.
- ◆ Hold meetings with supervisors and employees to review safety conditions, safety procedures and specific hazards.
- ◆ Ensure a job safety analysis is done for positions under their supervision to develop safe work practices and procedures.
- ◆ Include the ability to work safely in the Employee Performance Review process.
- ◆ Be certain necessary training, safety equipment and protective devices are provided and used for each job. Ensure proper safety precautions are taken for the safe use of any tools, equipment, or new procedures that may be introduced in the work area.
- ◆ Enforce established safety rules, practices and procedures and ensure employees receive the training, instruction and guidance necessary to assure compliance.
- ◆ Work with immediate supervisors to maintain close contact with an employee in the event of serious injury, thus ensuring expedient and safe recovery and return to work.
- ◆ Verify a physician's release (full-time, part-time or light duty work) has been granted in writing before an injured employee returns to

work, and ensure that the physician understands the specific physical requirements of the position.

- ◆ Ensure employee's physical and mental condition will allow him to perform all job duties safely.
- ◆ Ensure employees understand and observe safe work practices and procedures.
- ◆ Instruct current and new employees on safe work procedures and emphasize specific job hazards and how to avoid them.
- ◆ Inspect equipment and work areas and observe employees performing daily tasks to determine unsafe work habits, conditions and general housekeeping needs in the work area.
- ◆ Take prompt corrective action whenever unsafe conditions or acts are noted. Immediately report any unsafe conditions beyond his/her ability or authority to correct.
- ◆ Hold a minimum of two safety meetings each year with employees to promote safe work habits, discuss specific job hazards and request safety suggestions from employees.
- ◆ Enforce safety rules, practices and procedures and ensure each employee understands violations will not be tolerated.
- ◆ Advise employees to report every accident (including "near misses") whether or not an injury occurred.
- ◆ Determine the cause of each accident whether or not an injury occurred, and a means of preventing future similar accidents.
- ◆ Ensure employees receive first aid treatment on all minor injuries and, if there is any question as to its seriousness, arrange for appropriate transport of the injured person(s) to a medical facility designated in the Medical Management Plan.
- ◆ Investigate and submit a "Supervisors Accident Report" within 24 hours of notification of every accident.
- ◆ Ensure appropriate first aid kits are properly stocked and accessible at all times and employees understand the fundamentals of proper use.
- ◆ Know the location, accessibility and use of all fire extinguishers, fire-fighting equipment and fire exits.

- ◆ Evaluate employee performance for the ability to work safely.